



JON M. HUNTSMAN, JR.
Governor

GARY R. HERBERT
Lieutenant Governor

State of Utah

DEPARTMENT OF NATURAL RESOURCES

MICHAEL R. STYLER
Executive Director

Division of Water Rights

JERRY D. OLDS
State Engineer/Division Director

COPY FOR FILE

November 24, 2008

Subject: Revised Format and Table of Contents for Annual Distribution System Reports
Final Billing on Pink Slips

Dear Larry, Dave and Garth:

Congratulations on reaching the end of another successful water year. Next comes the preparation of the annual report and anticipating the annual system meeting in January or February. This is the time of the year when you should be entering your water data to the division website for the annual report of water use. If you need help entering data or printing the pages, please contact me. I can assist in getting you on line, to printing the diversion & summary pages.

This year we are trying to standardize the commissioner's report to flow better with the meeting. We encourage you to follow this new report format that includes additional details and discussion in sections that may not have previously included. This may require additional work on your part but will provide a better, more standardized report to the State Engineer and the Water Users.

I have included the following to assist in the report preparation:

1. New Report format and explanation.
2. Meeting minutes from the last annual meeting
 - a. (if we have them) if not you need to get these from the Committee Secretary
3. Roster or sign in sheet from last years meeting.
4. Distribution Engineer's notes on the system for the annual report.
5. System Schematic.
6. Map

As with every year, the Financial reports (signed) are mailed in early January, and should be included in the master report before you make the multiple copies to hand out at the meeting.

You should submit your final pink slip billing to our office not later than December 14th. Our accounting department needs to have these vouchers entered so the books can be balanced for accounting and process end of year payments. Submittals received after that time are too late to be entered into the division accounting and will not be reimbursed. You can also fax forms to the number below, be sure to send hard copies by mail.

If you have any questions, or if I can be of further assistance, do not hesitate to contact me at (801) 538-7430 or by Email at MikeSilva@Utah.Gov

Sincerely,

Mike Silva

Distribution Engineer



Standard Format for Water System Annual Distribution Reports

Cover Page:

- Include: "Year" Annual Report, System Name, Water (or River) Distribution System
- Prepared For: State of Utah, Office of the State Engineer, Division of Water Rights
- Prepared by: Name, Water Commissioner

Letter of Transmittal:

Address Letter to:

State Engineer, Division of Water Rights, 1594 North West Temple, Suite 220, SLC, UT 84116

This letter should state:

- You are hereby transmitting the letter to the State Engineer
- Acting in you capacity as Water Commissioner for the ____ Distribution System, you have prepared this report based on you field examinations and water measurements.
- The data contained in the report is accurate within the limitations of the measured devices used on the distribution system
- The information present is a true representation of water distribution and regulation during the year 2008.
- Be sure to sign you name at the bottom of the letter

Acknowledgement:

An acknowledgement is optional and not required, but can be inserted here as a separate page. The acknowledgement is used to recognize key participants that have provided assistance in monitoring and operation of the system. This would include assistants, deputies, staff in the division, water users, irrigation companies or organizations, etc.

Table of Contents:

- Include major headings and page numbers of where the subjects are located
- TOC should include all the major numbered headings that follow below:

1) Minutes of Annual Meeting:

Minutes of the previous year's annual meeting.

Include the attendance roster sign in sheet or list the names of attendees.

Include the minutes or summary of other meetings held during the past year.

Minutes are usually kept by the secretary of the committee and should be typed.

2) Financial Report: (Provided by the Division of Water Rights)

This includes reserve account balance sheet, report of expenditures, delinquent assessment accounts and a budget worksheet for upcoming year. (Usually 3 pages total) This is mailed from the division and arrives sometime in last half of January

3) Commissioner's Summary and Distribution System Status:

Describe the irrigation season in general, water availability and delivery, problems, decisions, solutions and significant events that arose during the year. This section could also be used to describe the system's diversion structures, and measuring devices and their status. You can also include a summary of your notes from your daily log or diary to support your summary. If the Water Rights- Distribution section provides information, include those pages here, after your summary.

Standard Format for Water System Annual Distribution Reports

4) Summary of Water Diverted for the Year by Diversion Name:

This table is a summary is compiled from data contained in the individual diversion records presented in #7 below. Some WC's provide the previous year data for comparison. This can be ordered alphabetically by diversion name or by largest water user to smallest water user, or from the top of the system to the bottom of the system. In most cases, this summary should correspond with the list of distribution assessment accounts

5) Records of Daily Diversion Amounts:

Present this in CFS or acre-feet separate page fore each diversion name along with record of storage in reservoirs for the irrigation season. This must be included in the report. The Water Commissioner should enter this data either on the form provided (Daily Discharge Form) or computer generated form (preferably generated from the Water Rights web site). Use one page print for each surface water diversion. This data should be entered first, then printed directly from the Division of Water Rights Website. See the instructions below*. If you need assistance for on line access to enter water diversion data, please contact the distribution engineer assigned to your system.

6) Reference Materials:

Include graphs, charts, tables, or any other types of information not covered above which the commissioner feels are important. We suggest you include a System Map/Schematic and a Priority Schedule. If only a few pages, insert these before or after #5 as appropriate, or as attachments at the end of the report.

Binding:

When you bind the report, the original or one unbound copy should be provided to the division staff before the meeting, this becomes the public record and scanned into the database record.

* Entering and Printing Diversion Data:

When Printing Daily Diversion Data from the Division of water rights Website, first enter your diversion data from your records. Then go back to your system, click on the station you want to print, then under the pull down (select to view records) select daily values table. Then follow the numbered instructions below.

The screenshot shows the 'Utah Division of Water Rights' website interface. At the top, there are links for 'Online Services', 'Agency List', and 'Business'. Below this is the title 'Utah Division of Water Rights' and a sub-header 'DVRTVIEW River Commissioner Records Viewer'. The version is '2008.09.04.00' and the run date is '11/05/2008 08:50 AM'. Under 'Daily Data Table', there are 'Print' and 'Quit' buttons. Below these are two dropdown menus: 'Print Year:' with '2007' selected, and 'Report Type:' with 'Calendar Year' selected. Below the 'Print Year' dropdown is a 'Select Printer:' dropdown with 'PDF Printer' selected. Four numbered instructions are overlaid on the screenshot with arrows pointing to the relevant UI elements:

1. Select Current Water year to be printed. (Points to the 'Print Year' dropdown menu)
2. Select "calendar year" or November year if water is used year round. If water is only used during the irrigation season select "water year", the print will show up bigger. (Points to the 'Report Type' dropdown menu)
3. Select "PDF printer" to create a PDF a page on your (Points to the 'Select Printer' dropdown menu)
4. After settings are made then hit print. (Points to the 'Print' button)

After #4 you will need to wait a few seconds for the PDF file to be created, then a PDF print screen will appear, click on the printer icon on the top left of the page, once the print sample is displayed then click "ok" to send it to the printer.